Enforcement Officer – Environmental Protection

£25,440 – £31,846

Manor House, 40 Moat Lane, Digbeth, B5 5BD

Working 36.5 hours per week

We are seeking a skilled and dedicated Enforcement Officer to join our Environmental Protection team. Successful candidates will be responsible for enforcing a range of environmental legislation and providing advice in line with Council policy and government requirements. Duties will cover a range of environmental protection subject areas but primarily environmental permitting, dealing with construction and bonfire related complaints and providing technical support to the air quality monitoring service. Providing input on certain planning and licensing tasks will be subject to service needs, competence and experience.

As one of the largest local authorities in the UK, Birmingham is a diverse and exciting place to work with excellent opportunities created by a challenging and varied workload. You will be joining a busy, friendly, and professional team with prospects to gain experience in a wide range of subject areas as well as operate in a variety of commercial and domestic settings.

Applicants will be educated to A-Level standard or equivalent in a relevant science based subject(s), or have a technical qualification in a relevant discipline / field e.g. acoustics. Applicants working towards relevant qualifications may also be considered.

For more information on what the position entail and for details of what we are looking for in candidates please see the Job Description and Person Specification.

For informal enquiries please contact Mark Wolstencroft on 0121 303 9950
Email: mark.wolstencroft@birmingham.gov.uk

Ref: PL4512016

Closing date: 21 October 2016

For further details and an application form please visit www.birmingham.gov.uk/jobs

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
The Place Directorate

Job Description

Post: Enforcement Officer – Environmental Protection

Salary/Grade: GR4

Division: Regulation & Enforcement

Section: Environmental Health

1. JOB PURPOSE

To inspect premises and land, carry out investigations, respond to requests for assistance and enforce relevant statutory provisions in accordance with delegated powers aimed at protecting and improving public health and the environment.

2. DUTIES AND RESPONSIBILITIES

Primary Duties of the Role

2.1 To carry out inspections, enforcement activities, investigations, exercises, surveillance, respond to requests for assistance, education and monitoring duties. These responsibilities will include section 2.1.1 and either section 2.1.2 or 2.1.3 or 2.1.4 as follows:

2.1.1. Nuisance control, pest control, drainage, offensive accumulations, waste management and low level environmental crime.

   Environmental pollution control relating to the atmosphere, water and land.

   Filthy and verminous premises.

   Health education and promotion.

   Infectious disease control.

2.1.2. Environmental crime including joint working with other agencies.

2.1.3. Inspect medium and low risk food premises in accordance with the Food Standards Agency codes of practice.

   To take food and water samples and submit them to the Public Health Laboratory Service and the Public Analyst.

   Food and water complaints.

2.1.4. Inspect reduced risk (or equivalent) commercial / industrial premises for compliance with environmental permits issued under relevant legislation.

   Undertake air pollution monitoring as directed and, in particular, to deploy monitoring / sampling equipment, undertake maintenance / calibration checks on monitoring equipment,
respond to requests for assistance where equipment faults may have developed and assist in the analysis of data.

Provide a noise monitoring service to support the investigation of nuisance and anti-social behavior related cases and, in particular, to install instrumentation, assist in the analysis of data and assist other staff in undertaking noise surveys.

Enforcement and Operational Matters

2.2. To comply with the Division's enforcement policy.

2.3. To act as an enforcement officer in accordance with the delegated powers and for that purpose to prepare, sign, serve and enforce statutory notices. To take evidence, prepare prosecution files and attend court as necessary.

2.4. To implement enforcement and educational activities and projects, including the production and maintenance of promotional materials aimed at protecting and enhancing the environment. To promote the aims of Environmental Health, where appropriate, by working with other departments, agencies and community groups.

2.5. To assist in the implementation of new technology.

2.6. To meet individual work programmes and targets.

2.7. To prepare reports, data and statistics on the work undertaken and to deal with day-to-day correspondence.

2.8. To make and keep such records of requests for assistance, inspections and actions as may be required and to maintain accurate records of work carried out, on the service's computer systems.

2.9. To give verbal reports, and occasionally prepare brief written reports for presentation at District and/or Ward meetings and provide management information as required.

2.10. Will be required to assist in responding to emergency incidents as necessary.

2.11. To carry out short term special projects or tasks as may be assigned.

2.12. To liaise with other Council departments and external organisations on public health and environmental issues.

Quality

2.13. To comply with the provisions of the Division’s quality procedures and participate in the Division’s Quality Management systems as required.

2.14. To comply with all procedures that ensure standardization and consistency of inspections and enforcement in accordance with legislation, codes of practice, government guidance, etc.
Health and Safety

2.15. To comply with the City Council’s health and safety policies.

2.16. Follow safe working practices and assist in the maintenance of good housekeeping practices in order to achieve a safe and healthy working environment.

2.17. To contribute to the review and preparation of relevant risk assessments.

Training

2.18. To assist in the organization and delivery of training as appropriate.

2.19. To assist in the training of students and staff.

2.20. To undertake training as required.

Special/Physical Conditions

2.21. May be required to work outside of office hours.

2.22. Ability to drive and holder of current, full and valid driving licence (car).

2.23. To work from any administrative centre in the city to meet the operational needs of the organization.

2.24. May be required to travel nationally.

2.25. May be required to undergo audiometry tests every two years.

2.26. Able to lift inspection chamber covers in line with appropriate training.

2.27. Must be capable to climbing heights in line with appropriate training.

Additional

2.28. To carry out other duties as may be required commensurate with the post.

3. SUPERVISION RECEIVED

3.1. Supervising Officer Job Title

Operations Manager within Environmental Health

3.2. Level of Supervision

Left to work within established guidelines subject to scrutiny by supervisor.

4. SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

4.1. Student Environmental Health Officers (as and when appointed)

5. SPECIAL CONDITIONS

Observance of the City Council’s Equal Opportunities Policy will be required.
# The Place Directorate

## Person Specification

**JOB TITLE:** Enforcement Officer – Environmental Protection  
**GRADE:** GR4  
**DIVISION:** Regulation & Enforcement  
**SECTION:** Environmental Health

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | Education to A-Level standard or equivalent in relevant science based subject(s), or technical qualification in a relevant discipline / field e.g. acoustics. Applicants working towards relevant qualifications may also be considered. | AF & I |
| **Experience**  
(Relevant work and other experience) | Experience of working with the public.  
Knowledge and experience of the regulatory and policy framework surrounding a range of aspects of environmental protection, including environmental permitting, air quality and statutory nuisance / Control of Pollution Act, along with its application e.g. issuing permits, routine inspections, carrying out enforcement, dealing with complaints and encompassing governance.  
Knowledge and experience of using and maintaining technical and scientific equipment e.g. sound level meters, air quality monitoring  
Experience of taking a range of enforcement action including, where appropriate, the prosecution of offenders. | AF & I  
AF & I  
AF & I  
I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | Good verbal, written and communication skills incorporating the ability to liaise / communicate with a wide range of audiences e.g. other departments, public, elected members.  
Ability to deal sensitively, tactfully and professionally with potential conflict situations. | AF & I  
I |
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<th>Skills &amp; Ability</th>
<th>Experience of using technology to produce a wide range of routine and non-routine correspondence and written reports.</th>
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<td>Able to meet targets and performance criteria</td>
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<td>Demonstrate commitment, reliability and initiative incorporating the capacity to perform complex and difficult tasks</td>
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<td>Training</td>
<td>Willingness to undertake further training including, where appropriate, post graduate qualifications</td>
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<td>Other</td>
<td>Able to drive and hold a current driving licence.</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.